

~~SECRET~~  
~~CONFIDENTIAL~~

MEMORANDUM FOR: Comptroller

SUBJECT: Collection of Data on Duty Performed Outside  
the United States

1. This has reference to your memorandum of 21 May 1959, subject as above, in which you request advice regarding the necessity for continuing to provide information on duty performed by staff employees and staff agents outside of the United States.

2. The Office of the Comptroller undertook such responsibility because it was considered by all concerned that this was the most efficient way in which this information could be obtained in such a manner that it constituted an accurate verification of records which someday might be required as documentary evidence either by the Agency or an individual employee. This responsibility was undertaken by your Office during the interim until the Office of Personnel could effect procedures which would not require a duplication of information, forms and channels presently existing in the Agency.

3. At the time the present method was established it was contemplated that the personnel accounting procedures which would be established under revised Regulation [REDACTED] would provide documentation which would relieve your Office of the necessity for providing this information. This Regulation is being put into effect at the present time; however, it is too early to determine if it will serve this purpose. If not, we will seek other means of relieving you of this responsibility. In view of this, it is requested that your Office continue to provide this information.

4. The Office of Personnel will continue to pick up information on the previous overseas duty of new employees as they enter on duty.

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Acting Director of Personnel

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